**Sponsor Meeting 1**

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| Date: | 12 Jan 2018 |
| Time: | 2pm – 3pm |
| Venue: | SMU Libraries Project Room 3-2 |
| Attendees: | Joanne Ong Shi Ying  John Koh Wei De  Rachel Tay  Aaron Tay (SMU Libraries liaison) |
| Absentees: |  |
| Agenda: | Meeting with SMU Libraries for potential practicum project |

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| No. | Details | Action By | Due Date |
| 1 | Introduction to SMU Libraries | Aaron Tay | - |
| 2 | Brief of potential projects   * Objective of projects * Datasets that are available | Aaron Tay | - |
| 3 | Discussion of project   * Further clarifications required regarding the project outline due to absence of relevant stakeholder (Yuyun Wirawati Ishak) | All | 16/1/2018 |

Meeting was adjourned at 3pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Agenda for next meeting**

1. Acceptance of the project
2. Email to request for further brief and clarifications of the project details and direction

Prepared by,

Rachel Tay

Vetted and edited by,

Joanne Ong Shi Ying